

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO

BUPERSINST 1520.106
Pers-6
23 AUG 1991

BUPERS INSTRUCTION 1520.106

From: Chief of Naval Personnel
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: COLLEGE DEGREE PROGRAM

Ref: (a) OPNAVINST 1560.9
(b) NAVPERS 15839I, Volume 1

Encl: (1) Sample Application Letter
(2) Sample Program Verification Letter
(3) College Degree Program Brief Sheet

1. Purpose. To provide policy and guidance on the College Degree Program (CDP), one of the officer special education programs sponsored by the Bureau of Naval Personnel.

2. Policy. CDP makes it possible for a select number of active duty naval officers to earn a baccalaureate degree in an approved service-related major through full-time study at a civilian college. Baccalaureate education for Medical Service Corps and Nurse Corps officers is provided by separate programs. CDP provides opportunity for a baccalaureate degree as a prerequisite for any Navy-sponsored graduate education and for attendance at the Naval War College.

3. Conditions for Study

a. The field of study chosen by the participant must be consistent with the officer's designator and/or prospective Navy assignments. Officers commissioned as part of the Naval Aviation Cadet Program (NAVCAD), however, may choose to major in any subject/field.

b. Participants receive regular pay and allowances but must pay for tuition, books and other program expenses through their own sources. Program participants are not eligible for tuition assistance, but they may use their federal educational benefits (e.g. the Veterans Educational Assistance Program (VEAP) or the Montgomery GI Bill (MGIB)).

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c. Colleges selected by participants must be located in the United States and accredited by one of the regional accrediting associations. Attendance is not authorized at off-campus programs located on military installations. Study must be on the main or branch campus so that the military student can experience social interaction and exchange of ideas with civilian students. It is preferred that participants choose a college close to their homeport or present duty station.

d. Not more than 18 consecutive months (24 months for NAVCAD officers) will be authorized for full-time attendance. Program participants must carry a full academic load as defined by the college in which they are enrolled (including summer session).

4. Eligibility. NAVCADS must be selected for augmentation into the regular Navy before they can be considered for this program. The following criteria pertain:

a. Be a commissioned officer in the grade of CW02 through Commander;

b. Have at least two regular fitness reports since commissioning;

c. Have sufficient college credits to be able to obtain a baccalaureate degree within the 18-month period (24-month period for NAVCAD officers);

d. Have sufficient time remaining in service to perform the required obligated service;

e. Be eligible for rotation to a normal shore tour, or have at least 2 years remaining on shore duty at the time study is to commence under orders. Availability will be determined by the Bureau of Naval Personnel (Pers-4).

5. Program Preparation and Counseling. Applicants should contact their nearest Navy education office (Navy Campus) to review their service record and determine possible prior credit for training and experience under reference (a).

6. Application Procedures. Each applicant shall submit an application, using the format in enclosures (1) through (3), to the Bureau of Naval Personnel (Pers-602C) via the applicant's commanding officer with a copy (without enclosures) to applicant's assignment

officer. Applications from Limited Duty Officers (LDOs) and Chief Warrant Officers (CWOs) are to reach the Bureau of Naval Personnel (Pers-602C) by 1 July prior to the fiscal year in which the applicant desires to commence studies. Applications from NAVCADS will be screened on an individual basis after the officer has been augmented.

7. Selection

a. A selection board will be convened by the Bureau of Naval Personnel in August each year to select officers for the following fiscal year.

b. Selection for the College Degree Program will be based on the applicant's career and promotion potential, academic record, recommendation of the endorsing command, and for LDOs and CWOs the applicability of the field of study to the applicant's designator. Recognition will be given to the applicant who has demonstrated initiative by taking off-duty courses.

c. The Bureau of Naval Personnel (Pers-602C) is the selection board sponsor for this program and technical advisor to the board.

d. The Bureau of Naval Personnel (Pers-602C) will notify selectees and nonselectees by letter.

e. NAVCADS will be administratively selected and notified.

8. Assignment. Once selected, an officer's assignment to college will be predicated on continuing outstanding performance and availability for such assignment. When notified of selection, the selectee shall be responsible for gaining admission to the college. The selectee shall then notify the Bureau of Naval Personnel (Pers-602C) of his/her admission and orders will be issued. While most officers will enter the program during the fiscal year following their selection, detailing constraints may delay their entry. Consequently, officers remain eligible for 2 years from the date of selection.

9. Obligated Service. Officers who participate in the program are required to serve on active duty for a period of 1 year for each 6 months of schooling, or fraction thereof.

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The obligation commences upon completion of schooling and is to be served consecutively with any previously incurred obligated service. Duty-under-instruction (DUINS) orders will contain a contingent paragraph binding the officers to this service requirement upon execution of the orders.

10. Transcripts. Program participants are required to send a copy of their grade report to Pers-602C each semester, and upon completion of their studies submit a letter report required by reference (b) to Pers-1651E, enclosing an official transcript. Graduates (less limited duty officers and warrant officers) will send a copy of the letter with an official transcript to the Superintendent, Naval Postgraduate School (Code 022) for assignment of an academic profile code.

11. Reports. The reporting requirement contained in paragraph 10 is exempt from reports control by SECNAVINST 5214.2B.

Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

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SAMPLE APPLICATION LETTER 1520

(date)

From: (rank, name, designator, SSN) _____
To: Chief of Naval Personnel (Pers-602C) _____
Via: Commanding Officer, _____

Subj: APPLICATION FOR FY____ COLLEGE DEGREE PROGRAM (CDP)

Ref: (a) BUPERSINST 1520.106

Encl: (1) Program verification letter from (college)
(2) Transcript(s) of college level courses completed

1. Per reference (a), I am applying for the College Degree Program for entry during FY_____.

2. Academic certification letter from (college, city, state) verifying that all work required for a Bachelor of (Science or Arts degree, with a major in (academic discipline) can be completed within a period of _____ months is provided in enclosure (1).

3. Transcripts of all college-level courses I have completed are provided in enclosure (2).

4. The following information is provided:

- a. Projected Rotation Date (PRD) _____
- b. Active Duty Service Date (ADSD) _____
- c. Active Commissioned Service Date (ACSD) _____
- d. Date when studies begin _____
- e. Anticipated completion date _____
- f. Naval Aviation Cadet (NAVCAD) (yes or no) _____

(Signature of Applicant)

Enclosure (1)

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SAMPLE PROGRAM VERIFICATION LETTER

(date)

TO: BUREAU OF NAVAL PERSONNEL (Pers-602C)

NAME OF PROSPECTIVE STUDENT _____
PROGRAM MAJOR _____

This is to certify that if the program participant named above
takes _____ credits a semester/quarter hours and attends full-time,
he/she can complete the requirements for a baccalaureate degree
in _____ in _____ months.
(major)

(Signature and title of
Department Chair or
representative)

Enclosure (2)

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COLLEGE DEGREE PROGRAM
FOR OFFICERS

The College Degree Program enables selected naval officers (except MSC and NC) to earn baccalaureate degrees through full-time study at accredited civilian colleges or universities. Officers participating in the program will receive their regular pay and allowances. Tuition and all other school expenses will be paid by the officers.

Commissioned officers in the grade of chief warrant officer (W-2) through commander who meet the following criteria are eligible for the program: (a) have at least two regular fitness reports since being commissioned; (b) have sufficient college credits to obtain a baccalaureate degree in 18 months (24 months for Naval Aviation Cadets (NAVCADS)); (c) have sufficient time remaining in service to perform obligated service incurred; and (d) are eligible for rotation to a normal shore tour or, if on a normal shore tour, have at least two years remaining on shore duty as of the time education is to commence.

Interested officers, if eligible, are encouraged to submit their applications to the Bureau of Naval Personnel (BUPERS) (Pers-602C). Applications are to reach BUPERS (Pers-602C) by 1 July prior to the fiscal year in which the applicant desires to commence studies. A selection board will be convened in August to select officers for input during the following fiscal year. Naval Aviation Cadets must be selected for augmentation into the regular Navy before applying for the program. NAVCAD applications will be screened individually.

DISPLAY ON BULLETIN BOARD AND PUBLISH AS APPROPRIATE, THEN DESTROY. INCLUSION IN THE PLAN OF THE DAY IS RECOMMENDED. USE OF THIS INFORMATION BY NAVY BROADCASTING SERVICE/AFRT OUTLETS ASHORE AND BY SITE TELEVISION OPERATORS AFLOAT IS STRONGLY ENCOURAGED.

Enclosure (3)